

## ***Oceanography Lab (OCEA 10L) – Syllabus Spring 2013***

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Office Hours (Spring 2013): M 11:00am-1:00pm; W 12:45-2:45pm

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### ***Course Overview and Objectives***

Ocea10L is a hands-on introduction to the ocean environment, including geological, chemical, physical, and biological oceanography topics. Your tools for exploring oceanography include maps, tables, graphs, rock and sediment samples, water chemistry and wave experiments. By the end of the course you should feel comfortable reading and interpreting maps and data, be able to explain the structure of ocean basins and describe biological relationships in the marine ecosystem. Co-requisite: Oceanography 10 (may have taken previously).

### ***Required Field Trip***

**Start planning now! We have a required all-day field trip on Friday June 7, 2013. Details will be provided in class.**

### ***Web-Enhanced Course***

Oceanography Lab will be taught as a web-enhanced course. This means that we will use [Moodle Rooms](https://myportal.mtsac.edu/cp/home/displaylogin) (https://myportal.mtsac.edu/cp/home/displaylogin) for all course notes and assessments, including the syllabus and course schedule, lab handouts, study guides, lab quizzes and exams. All quizzes and exams are digitally assigned and submitted via Moodle Rooms. GET FAMILIAR WITH USING MOODLE ROOMS ASAP. The [Online Learning Support Center](http://www.mtsac.edu/mrsupport/index.html) (http://www.mtsac.edu/mrsupport/index.html) provides many online resources available to help you get acquainted with Moodle Rooms.

### **When you login for the first time: edit profile and messaging settings**

- Edit your profile to specify your desired forum settings. Please enter the email address that you use on a daily basis. The following YouTube video briefly explains the forum settings: <http://youtu.be/CMGBFr7egj4>.
- Edit your Messaging settings. **It is vital that you properly configure your Messaging settings** so that you are not bombarded by too many unnecessary emails, yet you will receive important course announcements and messages from me. To edit your messaging settings, refer to the document found here: [http://www.mtsac.edu/mrsupport/docs/messaging\\_settings.pdf](http://www.mtsac.edu/mrsupport/docs/messaging_settings.pdf).

### **Expectations and Course Layout**

- This is a hands-on lab class. As such, you are expected to **attend every class**. Due to the group and hands-on nature of the labs, there is no way to make them up if missed. **I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS.**

- As a web-enhanced class, you will be expected to login to Moodle Rooms at least once a week to access course materials. Course materials are organized into 16 Learning Modules.
- Each week's Learning Module will be available beginning Monday at 8 am on the week indicated. All items within each Learning Module are due the following Monday at 8am. Once posted, Learning Modules will be available until the end of the term. However, any items submitted after the due date will not be graded.
- Each Learning Module includes: lab handouts and answer sheets, and links to assessments (lab quizzes and exams). **You are expected to read lab handouts in detail before coming to class.**
- Please use the Course Schedule (found in Learning Module 1) to follow what we are covering each week. **Be aware of deadlines. I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS.**
- Quizzes and exams will be based on the information covered in lab (including lab handouts, pre-lab lectures and demonstrations, and in-class lab exercises).
- Assessments are mandatory and must be completed and turned in on Moodle Rooms during a specified time and duration or you will receive a zero. Be aware of deadlines. Deadlines are posted on each assessment in Moodle Rooms as well as on the Course Schedule. **I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS.**
- Moodle Rooms is available seven days a week, twenty-four hours a day, meaning it is always available to you. The only excuse for not completing assigned work on time via Moodle Rooms is if Mt. SAC's IT staff indicates that Moodle Rooms has gone off line for at least 24 hours (very rare), not two or three hours for maintenance or upgrades (common during the night, especially on Sunday nights).
- You have 7 days to complete each assessment on Moodle Rooms, but it is highly recommended that you do not wait until the last minute. If you delay completing an assessment until the last night and your computer crashes, your internet connection goes down, you get called into work, or you have a family emergency, you will not receive credit for the work. **Be aware of deadlines. I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS.**

## Communication

- Since this is a web-enhanced class, it is vital that you contact me if you are having problems with the online component. Talk to me in class if possible, or email me outside of class times ([hkokorowski@mtsac.edu](mailto:hkokorowski@mtsac.edu)). In the subject line, type "GEOL10 SECTION X" (replace X with YOUR section number), as well as a brief, detailed description of your issue. If you send me an email, I will do my best to get back to you within 24 hours. **Each day, I last check my email at 8 pm.**
- If you have technical problems with Moodle Rooms (logging in, browser issues) you should contact Mt. SAC's Online Learning Support Center (OLSC) at [mrsupport@mtsac.edu](mailto:mrsupport@mtsac.edu). In your email, you must include your A number, Login ID and CRN for the course.
- Questions about what was or will be covered during a specific class meeting, due dates, or other questions that can be answered by looking at the Course Schedule should not be directed towards the instructor.

## Assessments and Grading

### Grading

- Work in this course is worth a total of 500 points, and will be delegated as follows: 1) 12 lab exercises (48%); 2) 11 online lab quizzes (20%); 3) two lab exams: a midterm exam and a comprehensive final exam (22%); and 4) an all-day field trip (10%).
- To view your grades, click “Grades” under the “Settings” menu on the left-hand side of our Moodle Rooms course homepage. Any disputes on individual assignment/assessment scores must be resolved within one week of the end date for the given assignment/assessment.
- Final course grades are calculated according to [Mt SAC's grading policy](#). I do not curve grades; the grade that you earn based upon the grading scale below is the grade you will get.
- Borderline grades (within 1% or 5 points) are considered on an individual basis and students may receive the next higher grade only if they have not missed any assignments, assessments or deadlines.
- Letter grades are assigned as follows: A (450-500 points); B (400-449 points); C (350-399 points); D (300-349 points); F ( $\leq$ 299 points). The interpretation of each grade, with its value in grade points per semester unit, can be found by visiting [Mt SAC's grading policy](http://www.mtsac.edu/catalog/2010/section03.pdf) (<http://www.mtsac.edu/catalog/2010/section03.pdf>).

#### 1) Lab Exercises (48% of final grade; 240 points total)

- There will be 12 lab exercises in the semester, including those that utilize maps, nautical charts, free computer programs like Google Earth, online data, rock and sediment samples (20 points each; 240 points total).
- Each lab has a take-home pre-lab assignment that is due at the beginning of class on lab day.
- Lab handouts are to be read in detail before each lab meeting.
- Links to all lab assignments, handouts and answer sheets can be found under the appropriate Learning Module in Moodle Rooms.
- Due to the collaborative and hands-on nature of lab activities, there will be **NO opportunity to make them up if missed**. However, in the case of an **excused** absence (see below), I will give you a make-up lab to complete in your own time. It will be due one week from the date assigned.

#### 2) Online Lab Quizzes (20% of final grade; 100 points total)

- 11 short quizzes covering material from each lab will be given throughout the term (10 points each; 100 points total). **Your lowest quiz score will be dropped**. Format will be a mixture of multiple choice, true/false, matching, and fill-in-the-blank questions. You will have **one attempt** on lab quizzes.
- You will have **25 minutes** to complete each quiz, and the quiz must be taken during the assessment period specified on the Schedule. Please do not wait until the last minute to complete an assessment! **I DO NOT ACCEPT LATE WORK OF ANY KIND!! NO EXCEPTIONS**.
- Quizzes are available from Monday at 8am on the week indicated and they are due the following Monday at 8am. **See Course Schedule for due dates and times. Be aware of deadlines. I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS**.

- All quizzes are “open book” and “open note,” however once you start them you have a limited amount of time to finish. In order to complete quizzes in the allotted time, you will NOT be able to look up each answer.
- If you experience technical difficulties (i.e., your computer crashes or you briefly lose your internet connection) and are kicked out of a quiz, you will not be able to access it again, because your first access of the quiz will count as your one "attempt." If this happens, send me an email. I can go into Moodle Rooms to see what happened, and potentially reset your quiz. However, **the due date for each quiz will not be extended under any circumstances.** It is therefore highly recommended that you not wait until the last minute to complete a quiz. **I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS.**
- Each quiz will open in a new, full-screen window. One question will appear at a time, and you can go back and change your answers before you submit your final answers. The order in which the questions appear is randomized for each quiz, as is the ordering of available answers. You will receive your score immediately after submitting your attempt.
- To view your quiz grades, click “Grades” under the “Settings” menu on the left-hand side of our Moodle Rooms course homepage. Your detailed results (which questions you got correct/incorrect, correct answers, etc.) will be released after the due date for the quiz.
- **After the due date for the quiz, you can access the detailed results for a completed quiz through the grade book** (click “Grades” under the “Settings” menu). Click on the link to the quiz you would like to review. On the new page that appears, click “Review.” Please note that you can only access detailed quiz results for quizzes that you have submitted an attempt for. **If you do not submit an attempt for a quiz, you will not be able to view it, even after the due date.**
- All Assessments are available for you to take from Monday at 8 am of the week that the assessment is scheduled until the following Monday morning at 8 am. Please do not wait until the last minute to complete an assessment! **I DO NOT ACCEPT LATE WORK OF ANY KIND!! NO EXCEPTIONS.**

### 3) Online Lab Exams (22% of final grade; 110 points total)

- There are two online exams: a midterm exam (50 points) and a comprehensive final exam (60 points).
- Examinations will be challenging, and will test knowledge and conceptual understanding of topics covered in lab, including in-class lectures and activities, pre-lab assignments and assigned reading. Format will be a mixture of multiple choice, true/false, matching, short answer (including calculations, so have ready access to a calculator), and fill-in-the-blank questions.
- You will have **60 minutes** to complete the midterm exam and **75 minutes** to complete the final exam. Each exam must be taken during the assessment period specified on the Course Schedule. Please do not wait until the last minute to complete an assessment! **I DO NOT ACCEPT LATE WORK OF ANY KIND!! NO EXCEPTIONS.**
- Exams are available on Moodle Rooms from **7 am to 10 pm on the day assigned.** You may complete the exam on your own, or you may meet me in the computer lab (11-2205) and complete it during our regularly scheduled class time on exam day.
- All exams are “open book” and “open note,” however once you start them you have a limited amount of time to finish. In order to complete exams in the allotted time, you will NOT be able to look up each answer.
- If you experience technical difficulties (i.e., your computer crashes or you briefly lose your internet connection) and are kicked out of an exam, you will not be able to access it again, because your first access of the exam will count as your one "attempt." If this happens

**before 8 pm** on midterm exam day, send me an email. I can go into Moodle Rooms to see what happened, and potentially reset your exam. Please do not wait until the last minute to complete an exam! **The due date for each exam will not be extended under any circumstances. I DO NOT ACCEPT LATE WORK OF ANY KIND. NO EXCEPTIONS.**

- Each exam will open in a new, full-screen window. One question will appear at a time, and you can go back and change your answers before you submit your final answers. The order in which the questions appear is randomized for each exam, as is the ordering of available answers. You will receive your score immediately after submitting your attempt.
- To view your exam grades, click “Grades” under the “Settings” menu on the left-hand side of our Moodle Rooms course homepage. Your detailed results (which questions you got correct/incorrect, correct answers, etc.) will be released after the due date for the exam.
- **After the due date for the exam, you can access the detailed results for a completed exam through the grade book** (click “Grades” under the “Settings” menu). Click on the link to the exam you would like to review. On the new page that appears, click “Review.” Please note that you can only access detailed exam results for exams that you have submitted an attempt for. **If you do not submit an attempt for an exam, you will not be able to view it, even after the due date.**

#### 4) Field Trip (10% of final grade; 50 points total)

- Participation in our all-day field trip is **required** and is worth 50 points. Your field trip write-up will be completed on the field trip. Details will be provided in class.

### **Course Policies**

#### **Attendance**

- Students are expected to adhere to [College Policies and Notices](#) and [Academic Policies and Requirements](#) described in the College Catalog.
- Attendance in this course is mandatory. I will take attendance every class period at the beginning of class. If you are tardy and miss attendance, it is your responsibility to tell me after class or during break that you arrived late. Failure to do so will result in your being marked as absent.
- According to College policies, instructors may drop students from their class rolls through the last day of the tenth week of instruction of a regular semester for excessive absence. Excessive absence is defined as missing more than two class periods in a row at any point, or missing more than four class periods total. **During Winter Intersession, or if your class meets only once a week during spring or fall semester, excessive absence is defined as missing more than two class periods at any point before the “drop-with-W” deadline.**
- Students will be granted College-authorized absences for participation in the following activities:
  1. Player participation in inter-collegiate athletics and activities.
  2. Class-planned field trips.
  3. Area and State student government conferences.
  4. Class-planned and sponsored speech, art, drama, and music programs.
- If you will be missing class to participate in any of the above activities, I require a formal letter from your instructor, coach, etc. to excuse your absence. Additionally, it is **your** responsibility to obtain lecture notes from your peers (lecture notes provided on Moodle Rooms are just an outline).

- If an exam day coincides with a College-authorized (excused) absence, you must **notify me at least one week prior to the scheduled exam** so that we can make arrangements for you to complete a make-up exam at an alternate time if needed.
- Because all quizzes are performed online in Moodle Rooms, class absences (both excused and unexcused) are not an excuse for not completing an assigned online quiz and the due dates still apply.
- I will not give a course incomplete without prior arrangement. Students failing to complete all requirements for the course and not arranging for an incomplete before the end of the term will receive a failing grade for the course.

### Make-Up Policy

- Due to the group and hands-on nature of lab activities, there will be **NO opportunity to make them up if missed due to an unexcused absence.**
- In the case of an **excused** absence (see above), I will give you a make-up lab to complete in your own time. It will be due one week from the date assigned.
- In case I haven't been clear: All assessments and assignments will only be given during the scheduled times. Please look at the Course Schedule carefully and plan your term accordingly. **I DO NOT ACCEPT LATE WORK OF ANY KIND!! NO EXCEPTIONS**
- Let me reiterate:
  - It is highly recommended that you do not wait until the last minute to complete an online quiz or exam. If you delay completing the assessment until the minute, and your computer crashes, your internet connection goes down, you get called into work, or you have a family emergency, you will not receive credit for the work if you are unable to submit it by the due date and time.
  - **Each day, I last check my email at 8 pm.** If you experience technical difficulties (i.e., your computer crashes or you briefly lose your internet connection) and are kicked out of a quiz or exam, you will not be able to access it again, because your first access of the quiz or exam will count as your "attempt." **If this happens before 8 pm, send me an email.** I can go into Moodle Rooms to see what happened, and potentially reset your quiz or exam.
  - **If you experience technical difficulties after 8 pm, there is nothing I can do to help you and you will receive a zero** on the assessment if you are unable to submit it by the time it is due.

### Cheating

- Students are expected to adhere to [College Policies and Notices](#) and [Academic Policies and Requirements](#) described in the College Catalog.
- The College considers cheating to be a voluntary act for which there may be reasons, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed by the professor. The term "cheating" includes but is not limited to:
  - Plagiarism
  - Receiving or knowingly supplying unauthorized information
  - Using unauthorized material or sources
  - Changing an answer after work has been graded and presenting it as improperly graded
  - Illegally accessing confidential information through a computer

- Taking an examination for another student, having another student take an examination for you, or collaborating with another individual on an examination
- Forging or altering registration or grade documents

### **Writing Standards**

All assignments, emails and messages for this course must be written in accordance with college level writing standards. This statement means that all responses, whether brief or essay length, should be written using complete sentences, organized into paragraphs with correct grammar, syntax, and spelling.

### **Disability Accommodations**

If you would like to inquire about disability accommodations at Mt SAC, schedule an appointment with Disabled Student Programs & Services (DSP&S) to begin the steps to registration. DSP&S is located in the Student Services Building (9B), lower level closest to the west entrance. You may contact them at (909) 274-4290 (Voice) or (866) 954-4765 (Video Phone for American Sign Language users). Further details are provided in the [DSP&S Handbook](#). If you qualify for special accommodations, please arrange them well before any quiz or exam and notify me (in person or via Mt SAC email) so that I can make provisions in a timely manner.